

| | |
|--------------------------|---------------------|
| Name of Reviewer: | Grand Total: |
|--------------------------|---------------------|

THE REFERENCE CHECK

Firm Being Checked:

Project Referenced:

Person Contacted:

Phone:

| |
|--|
| |
| |
| |
| |

Based on references provided in firm's proposal or through networking with other owners who have worked with the firm.

SAMPLE QUESTIONS TO BE ASKED: (Owner may wish to add to this list of questions.)

| | 5 Excellent | 4 Good | 3 Average | 2 Fair | 1 Poor |
|---|----------------|-----------|--------------|-----------|-----------|
| 1. What project did the firm perform for you? | | | | | |
| 2. When was it completed? | | | | | |
| 3. What was the scope of services? (Design work, construction phase services, studies, other). | | | | | |
| 4. Was the project completed on schedule? | | | | | |
| 5. Was the budget, cost control and financial administration within the planned controls and limitations? | | | | | |
| 6. Did the firm and (you) the owner work well as a team in relation to the project? | | | | | |
| 7. Did the firm's personnel work well with the committee/board's staff and on all of the project's specific requirements? | | | | | |
| 8. How would you rate the value you received to the cost of the firm's services? | | | | | |
| 9. What is your overall evaluation of the firms based on your experience? | | | | | |
| 10. Would you use this firm on a similar project? | | | | | |
| GRAND TOTAL | | | | | |